

MLCC OFFICES

LANSING

7150 Harris Drive
P.O. Box 30005
Lansing, MI 48909-7505

Front Desk 517-322-1345
Licensing Toll Free 1-866-813-0011
Enforcement 517-322-1370
Finance 517-322-1071
FAX 517-322-6137

FARMINGTON

24155 Drake Road
Farmington, MI 48335

Front Desk 248-888-8710
FAX 248-888-8707

ESCANABA

State Office Building
305 S. Ludington, 2nd Floor
Escanaba, MI 49829

Front Desk 906-786-5553
FAX 906-786-3403

GRAND RAPIDS

2942 Fuller, NE
Grand Rapids, MI 49505

Front Desk 616-447-2647
FAX 616-447-2644

LICENSE APPLICANTS

A BROCHURE TO HELP EXPEDITE
YOUR APPLICATION



Michigan Liquor Control Commission

Department of Labor & Economic Growth
Robert W. Swanson, Acting Director
Jennifer Granholm, Governor

www.michigan.gov/dleg

DEAR LICENSE APPLICANT,

The Liquor License Application Process generally follows these steps and, depending on the complexity of the transaction and number of signatures required, generally takes 90 to 180 days.

1. You submit an Initial Application form (LC 1135, available on the web site) and receive an information packet from the MLCC. Individuals or Partnerships will need to submit all the items listed on the LC-2096 Required Documents form and Corporations, LLC's will need to submit all the items listed on the LC-2097, both also available on our web site.

2. Complete all items in your application package, pay the inspection fees (\$70 for each license) and your request becomes authorized for investigation.

3. An Enforcement Investigator will then contact you regarding any additional items needed to complete the transaction. Common items requested are Drivers License and Alien ID/ Citizenship information, tax returns for the past three years including forms 1040 and 1040a, all Schedules and attachments, and W-2 withholding statements. We also review bank statements, savings bonds, securities and all other financial documents that verify funds being used in the transaction. If obtaining a loan from a bank the financial institution will need to complete a Statement of Money Lender (LC-3008).

4. You meet with an MLCC Investigator – please remember to provide ALL items requested when you meet him or her!

5. The MLCC Enforcement Officer will complete an investigation report which is then sent to the Lansing Office where it is reviewed by Licensing Division staff and presented to the Commission for a decision. The Commission meets weekly to evaluate and decide licensing matters.

6. If approved by the Commission, your application file will return to the Licensing Division for preparation and mailing of a closing package that includes a Contract for Licensing which must be signed and returned before the license is issued.

7. Once you have provided the requested documents, signed the Contract for Licensing and paid the required fees, you may pick up your license or have it mailed to you.

NOTE! When an application is authorized for investigation and requests for recommendations are made to the local legislative body and local law enforcement agency (where applicable), the Commission no longer controls the time factor of the process. The Commission makes every effort to work harmoniously with local officials and police agencies however, the Commission has no authority to request that an application be expedited at the local level.

***CALL YOUR INVESTIGATOR
IF YOU HAVE ANY
QUESTIONS!***

VISIT THE LCC WEB SITE FOR:

- FORMS
- HANDBOOKS, BROCHURES AND SIGNS
- FREQUENTLY ASKED QUESTIONS
- CONTACT PHONE NUMBERS

www.michigan.gov/dleg

TO AVOID DELAYS WE SUGGEST:

Making sure all requested documents are enclosed with your application.

- ❖ This means including a PURCHASE AGREEMENT and PROPERTY DOCUMENT if one is involved in the transaction, and all of the documents related to your CORPORATION, LLC or PARTNERSHIP.
- ❖ Either you or your attorney complete your forms in a timely manner and double-check the completeness of the application. Remember to SIGN every form!
- ❖ Have ALL of the items the investigator requested READY when he or she arrives for the investigation.
- ❖ Contact your local police department and local governing body to assist them in handling your application.
- ❖ PLEASE be sure to provide the Commission with EVERY item on the approval checklist in your closing package!